



CITY OF FRANKLIN PARKS

Eastern Flank Battle Park Facility Rental Policy

TERMS & CONDITIONS

OPERATING HOURS:

Sunday – Thursday	8am – 10pm (including setup & cleanup)
Friday – Saturday	8am – 11pm (including setup & cleanup)

MEETING ROOMS:

- A. Large Meeting Room (1120 sq.ft.)
- B. Small Meeting Room (912 sq.ft.)

MAXIMUM OCCUPANCY:

(by orders of the Fire Marshall)
 77 Seated (including tables & chairs)
 150 Assembly
 {Tent occupancy is not included in count for meeting rooms, approval must be received before scheduling an outdoor canopy set up}

FEES:

Application Fee:	\$100 Non Refundable
Rental Fee/Williamson County Resident	\$500 per day Friday – Sunday \$300 per day Monday – Thursday
Rental Fee/Non-Resident	\$700 per day Friday – Sunday \$500 per day Monday – Thursday
Rental Fee/ Williamson County 501(c)(3) Organizations	\$250 per day Friday – Sunday \$150 per day Monday – Thursday
Rental Fee/Non-Williamson County 501(c)(3) Organizations	\$350 per day Friday – Sunday \$250 per day Monday – Thursday
Refundable Damage Deposit	\$500.00
Parks Dept. staff hour's (4 hour minimum)	\$25/hour 4pm-10pm Monday – Friday \$25/hour 8am-11pm Saturday \$25/hour 8am-10pm Sunday
Reserved/Overflow Parking vehicles	\$100/hour, minimum 4 hours, Maximum 300 \$ 50/ hour after 4 hours until park closes

****Rental Space and Reserved/Overflow Parking Space areas designated by Parks Department.**



CONTRACT/DEPOSITS

- ✓ A Parks Event Permit Application and Agreement must be completed and returned to the City of Franklin Parks Dept. Programming Division, along with a non refundable application fee of \$100.00 (checks or cash only). ***Note: Filing this application does not guarantee that your request will be granted.***
- ✓ One half (1/2) of the rental fees and \$500 refundable damage deposit will be due upon approval of event in the form of two separate checks. A Certificate of Insurance and remaining one half (1/2) rental fee will be due 30 days prior to rental date, no advance reminders will be given by the Parks Dept./Programming Division. City of Franklin Parks Department reserves the right to cancel the event if the fees, damage deposit and Certificate of Insurance, naming the City of Franklin as the additional insured in an amount of not less than one million dollars (\$1,000,000.00) have not been received in the Parks Dept. Administrative Office 30 days prior to the scheduled reservation date.
- ✓ The Damage Deposit will be refunded within 10 working days after the event has occurred providing no damage or unreasonable cleaning is required as determined by the City of Franklin Parks Department staff.
- ✓ In order to receive a full refund of fee's cancellations must be made in writing to the City of Franklin Parks Department, P.O. Box 305, Franklin, Tn. 37065, 30 days prior to the date of your event. If written cancellation is received in our office less than 30 days prior to your event the Parks Department will retain 15% of the rental fee, and refund the damage deposit in full. All application fees are non-refundable.

RENTAL AVAILABILITY, DECORATIONS AND DISPLAYS (Indoor/Outdoor)

- ✓ Applicants/Event organizers must be 21 years or older. Events organized specifically for age groups under 21 must be chaperoned at a ratio of 1 adult per 10 youth.
- ✓ Facility reservations may be made up to 364 days in advance of the activity and no less than 30 (thirty) days of requested reserved date for group participation of 199 or less; 90 (ninety) days for group participation of 200 or more.
- ✓ City of Franklin and the Parks Department sponsored events have precedence over all groups.
- ✓ All live entertainment, DJ's and any amplified sound may be permitted only after getting prior written approval from the Parks Dept. Director. Noise must be maintained within City of Franklin Codes and Ordinance acceptable levels at all times. Ordinance #10-301.2 & #301.3 stipulates that amplified sound must not exceed 60 decibels and be silenced at 10:00pm. City of Franklin reserves the right to monitor and regulate the volume of amplified sound.



- ✓ Glassware shall only be used inside the rental rooms and cannot be taken outside on the patios or in the park. Glass containers including drinking glasses, bottles, jars, etc. are only allowed inside the facility.
- ✓ A copy of this signed Facility Rental Policy must be provided to any vendors, planners, and related parties associated with the event to insure they are familiar with guidelines.
- ✓ Parks Dept. employees are NOT authorized to sign for or accept any deliveries or pickups. A person involved with the activity must accept all deliveries within their reserved time.
- ✓ The City of Franklin Parks Department does not provide any storage for equipment or supplies. All rental equipment must be removed from the premises immediately following the event.
- ✓ The City of Franklin Parks Department does not provide tables or chairs for any event. The City of Franklin Parks Dept. has compiled a "Preferred Vendor" list that is available upon request.
- ✓ Smoking is prohibited inside the facility and within 25 feet of any doorway or window. The outdoor patio/deck areas may be used as a smoking area. Please use cigarette urns provided. **DO NOT THROW CIGARETTES, CIGARS, ETC. ON THE GROUND, IN THE FLOWER BEDS OR INTO THE GRASS.**
- ✓ Decorations may be permitted however Parks Programming Division must approve all plans for decorations. All props must be free standing. Nails, staples, tacks etc. may not be used on the walls, ceiling, or windows. Masking tape or Gaffers tape is allowed but no clear tape. Decorations must be approved 30 days prior to the event.
- ✓ All candles must be contained in a globe. No open flames are allowed under any circumstances. Wax drippings causing damage or clean up labor will result in the loss of the Damage Deposit.
- ✓ Only birdseed and real flower petals may be thrown outside the building. Rice, glitter, confetti, smoke or bubble effects, airborne streamers and the like are prohibited.
- ✓ Set up and cleanup is the responsibility of the Client and/or Caterer. Everything brought onto the premises is to be removed at the conclusion of the event. If usage exceeds the agreed upon rental time period, a late fee will be charged at a rate of \$100 per hour beyond the booked end time.
- ✓ No doorways can be obstructed and fire code occupancy requirements must be in compliance. All fire exit doors shall remain unlocked during the event.
- ✓ Animals, other than guide dogs, are not permitted inside the facility.



- ✓ All trash must be bagged and placed in containers provide by the Parks Dept. All boxes need to be flattened and placed in the containers. Do not leave trash on top of the containers or on the ground.
- ✓ Any tents and/or awnings must be inspected and permitted by the Franklin Fire Department. It is the responsibility of the Client to obtain these permits prior to the event. Please call (615) 791-3270 Monday through Friday, 8am-5pm
- ✓ Any additional power supply or generator must be inspected and permitted by the City of Franklin Codes Department. It is the responsibility of the Client to obtain the application forms, pay application fees, acquire permit and arrange for inspection prior to the event. Please call (615) 794-7012 for more information.
- ✓ Event signage may be placed in locations, designated by the Parks Dept., the day of the event. All signage MUST be removed at the conclusion of the event.

FOOD AND BEVERAGE

- ✓ Alcoholic beverages may only be sold by an ABC licensed caterer or a non-profit organization that has received a Special Occasion Permit from the Tennessee Alcoholic Beverage Commission, contact may be made by calling 741-1602.
- ✓ Alcoholic beverages may only be served to persons 21 years or older and must be served by a licensed bartender (this includes champagne toasts). Open container law will be strictly enforced.
- ✓ If a non-profit chooses to sell beer or take donations on beer, a special permit must be obtained by applying with the City of Franklin Beer Board, contact may be made by calling 791-3217.
- ✓ When alcohol is served, the client is required to add the City of Franklin as the additional insured and include an Alcohol Liability Insurance Rider to the Certificate of Liability showing coverage of a minimum of \$1,000,000.
- ✓ The term “sold” refers to: (1) cash bar, and (2) events that charge admission and serve, give away, or sell alcohol during the event, including previous ticket sales.
- ✓ Client must take all reasonable precautions to ensure the safety of all guests with regard to alcohol consumption. The City of Franklin Parks Department reserves the right to evict from the premises any member of any party, who because of intoxication or other consideration, may be found to be creating a disturbance or threatening the peace, tranquility, or safety of guests or property. Clients are held responsible for the behavior of their guests, and any damage to the property caused by a guest.



- ✓ Client may choose to use any fully licensed and insured caterer. All caterers must have a business license and possess the proper permits required by the City of Franklin. Caterer shall comply with all city, county, and state foodservice and/or health regulations and laws.
- ✓ All catering and food suppliers must provide a minimum \$1,000,000.00 per occurrence Certificate of Liability Insurance with the City of Franklin named as the additional insured.
- ✓ The facility at the Eastern Flank Battle Park DOES NOT have a kitchen, therefore, all caterers must come prepared to serve and cleanup on a “self-contained” basis. All catering and food supplies must be removed at the conclusion of the event. City of Franklin is not responsible for any items left on the premises.
- ✓ Outdoor grilling is confined to a specific area, designated by the Parks Department. Commercial size charcoal grills and gas/propane grills only. Do not leave grills unattended. Disposal of hot or cold coals on the property is prohibited.

OVERFLOW PARKING

- ✓ Overflow/grass parking areas will be designated by Parks Department. Parks Department retains right to cancel/deny approval of overflow/grass parking due to weather conditions as early as the day of the event.
- ✓ Parks Department does not provide lighting or parking attendants.

LIABILITY AND INSURANCE

- ✓ The City of Franklin has the right to full access to the facility at any time.
- ✓ Client does hereby agree to assume the defense of and indemnify and save harmless the City, its aldermen, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims, including death, to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence, known or unknown, of such event and the activities permitted in connection there with, and to submit a certificate of insurance prior to the event in an amount acceptable to the City Administrator.
- ✓ **IMPORTANT:** All guests must stay in rented areas of the Eastern Flank Battle Park at all times, (before, during & after) the event.
- ✓ Use of amusement rentals or props (e.g. carnival games and rides, dance floors, stages, tents/canopies, sumo wrestling suites, inflatable attractions, casino nights, etc...) must have prior written approval from the Parks Director accompanied by a Certificate of Insurance for general liability naming the City of Franklin as additionally insured in an amount of not less than one million dollars (\$1,000,000.00) and when applicable, a Certificate of Worker's Compensation (if operators will be on site) by the rental company.



- ✓ The City of Franklin Parks Dept. at its sole discretion may cancel/suspend the use of the facility by the group or individual if found to be in non-compliance with the established policies and procedures. The City of Franklin Parks Dept. reserves the right to refuse clients the privilege of renting the facility if the client and/or client's guest rental history was disruptive, out of compliance or the requested use is unacceptable to the Parks Director.
- ✓ Individuals and organizations must be able to demonstrate a reasonable degree of control and responsibility for the conduct of all guests. The City reserves the right to require one or more City of Franklin police officers or other emergency personnel are present at any and all events that occur within the city limits. Please budget for this request at a rate of \$40.00 per hour at a minimum of two (2) hours.

The signing of this document means you have reviewed these Guidelines and accept them in their entirety.

FORCE MAJEURE: The City of Franklin is not responsible for any occurrence beyond our control including but not limited to Acts of God, outbreak of hostilities, insurrection, riot, civil disturbance, fires, floods or other natural disasters, the results of which may not be charged against the City of Franklin.

Event Coordinator/Client (Please print) DATE:_____

Event Coordinator/Client Signature

Anna Shuford, Parks and Recreation Superintendent DATE:_____

Signature